



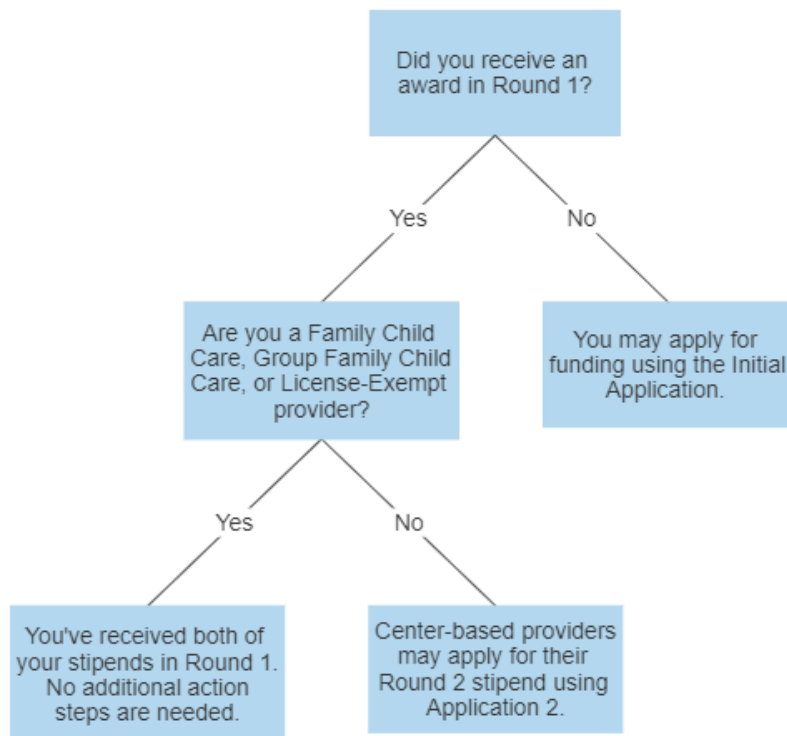
Child Care Stabilization Fund FREQUENTLY ASKED QUESTIONS (FAQ) Updated 6/30/2021

***Updated**

Q: Am I eligible to receive this grant?

A: All DHS licensed and/or approved child care providers in the state of RI are eligible to apply for the Child Care Stabilization Fund. During the Round 1 application window, 90% of family child care providers and 94% of centers successfully applied for funding.

Use the following decision tree to determine which application you may be eligible for:



***Updated**

Q: When do I apply?

A: There are two application windows. Family Child Care Home providers, Group Family Child Care Home providers, and License-Exempt providers should submit one grant application during one of the application windows. Because these provider types are receiving program-based stipends, they will receive their full award amounts for both stipends in one payment. Child Care Centers are eligible to apply for the grant during both application windows for both rounds of grant funding.



Rhode Island Department of Human Services

Child Care Stabilization Fund

	Timeline	Who should apply?	Application
Round 1	March 29, 2021 – May 21, 2021	Child Care Centers Family Child Care Home, Group Family Child Care Home, and license-exempt providers	Initial Application
Round 2	July 7, 2021 – July 30, 2021	Child Care Centers- <i>Awarded in Round 1</i>	Application 2 for Centers
		Child Care Centers- <i>First Time Applicants</i>	Initial Application
		Family Child Care Home, Group Family Child Care Home, and license-exempt providers- <i>First Time Applicants Only</i>	Initial Application

Q: How do I apply?

A: The application link will be available on **July 7** at <http://kids.ri.gov/funding-opportunities.php>. You will navigate to the application link to log-in to your applicant profile (or create an applicant profile if this is your first time applying). This will allow you to save your application and return to the portal to see the status of your application and update any information.

For guidance on how to set up an applicant profile, visit the grant resources provided at <http://kids.ri.gov/funding-opportunities.php>.

*New

Q: I started a new application and got a pop-up that says, “Eligibility Failed”. Can I still apply?

A: During Round 2, there are 2 applications open for providers: Initial Application and Application 2 for Centers (as noted in the table on pg. 2). To ensure providers are completing the most appropriate application for their provider type and previous award status, you will be asked a couple of screening questions to guide you to the most appropriate application. If the pop-up screen reads “Eligibility Failed”, it simply means there may be a more appropriate application for you to complete. The screen will provide a link to the other application for your review. Please contact ChildCareGrants@pcgus.com with any questions.

Q: How were stipend amounts determined?

A: DHS utilized results from the COVID-19 Impact Surveys completed by RI child care providers in the Fall of 2020 to make discretionary determinations of stipend amounts by program type. Through these series of surveys, DHS learned that providers were experiencing an average of 25% reduction in enrollment. The stipend determinations were calculated by accounting for the enrollment reduction and operating costs associated with staffing and keeping classrooms or programs open.



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Q: How much money will my program be awarded?

A: DHS aims to issue two stipends per licensed program. Family Child Care Homes, Group Family Child Care Homes, and license-exempt providers will apply for the grant through one application and be issued one payment for both stipend awards.

Child Care Centers will apply for the grant through two separate application windows and will be issued two payment rounds. If a Child Care Center applies during the second application window for the first time, they will receive one stipend.

The following table summarizes stipend amounts by provider type:

Provider Type	Stipend Amount	Payment Amount
Child Care Center	Varies based on number of classrooms and licensed capacity. Stipends begin at \$4,500.	Varies. Centers will receive two rounds of payments based on two separate grant applications and awards. Stipends are capped at \$50,000 per licensed center per payment round.
Family Child Care Home	\$1,500	\$3,000
Group Family Child Care Home	\$2,250	\$4,500
License-exempt provider	\$400	\$800

Q: If I have more than one Rhode Island location, am I eligible to receive more than one grant?

A: Yes. Every licensed child care program is eligible for a grant; this includes multi-site programs. Every program with a distinct license number will need to apply individually.

Q: What if I need help completing my application?

A: RI DHS has provided several resources to assist you throughout the grant application process:

View online resources, including:

- (1) Provider Memos: One-page summaries of the grant created specifically for Family Child Care providers and Child Care Centers, respectively. These memos include general grant information as well as details around how and when to apply.
- (2) Process Guide: How to create an application profile within the online application system.
- (3) Application Tips: How to navigate the online grant application.
- (4) Provider Checklist: A checklist to prepare you for completion of your grant application.

Note: Links to these online resources are located at <http://kids.ri.gov/funding-opportunities.php>.

Watch a webinar. DHS has developed webinars to guide your program through the grant application process. Your program will receive an email with links to these webinars which detail an overview of the grant, eligibility, how to apply, and how to spend the grant award. Webinars will also be posted online at <http://kids.ri.gov/funding-opportunities.php>.



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Contact us! Reach out to our provider support email address to submit a question or request a technical assistance phone call with our staff: ChildCareGrants@pcgus.com. Providers may receive assistance, in English and Spanish, through this email inbox.

***Updated**

Q: My program is a: (1) Head Start, (2) Early Head Start program, or (3) State PreK class. Are we eligible for this grant?

A: Yes. Head Start, Early Head Start, and State Funded PreK programs are eligible to apply for this grant if they have expenses not covered by their Head Start stimulus or State Allocated funding streams. These providers should thoroughly review all ACF guidelines to ensure they are not supplanting funding.

Q: Will the number of children currently enrolled in my program affect the amount of grant money I am awarded?

A: No. The number of children currently enrolled in your program has no bearing on your award amount. Child Care Centers will receive awards relative to the number of classrooms they have licensed capacity for. DHS has requested that you provide the number of children currently enrolled in your program in their continuous effort to understand, assess, and address the impact of COVID-19 on child care providers in Rhode Island.

Q: When will I receive the funding?

A: DHS expects for payments to be made within 30 business days of receipt of a completed application. Providers will elect to receive funds either by direct deposit or by mailed check.

Electing to receive funds by check may delay payment up to an additional 30 business days due to processing and mail delivery.

Q: What can the funds be used for?

A: Awarded funds may be used in the following ways:

Allowable use of funds	Examples
Wage/Staff bonuses	Increase in staff wages or one-time staff bonuses
Professional Development/Advanced Coursework for ECE Educators	Professional learning opportunities (formal or informal)
Personal Protective Equipment	Face masks or shields, gloves, hand sanitizer
Capital Improvement Projects	Facility upgrades including plexiglass dividers, flooring, furniture or fixture modifications, etc., Technology upgrades
Occupancy Costs	Rent, mortgage, insurance, utilities (such as gas, electricity, water, cable/internet)
Materials/Supplies	Cleaning supplies, program supplies (crayons, paper, etc.)
Supporting operating costs due to reduced enrollment	General operational costs

These categories are not all inclusive, or required, but can serve as a recommended guide for programs to plan for spending.



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Q: What is the 20% add-on incentive for Child Care Centers?

A: DHS will incentivize Child Care Centers to commit 20% or more of their grant award in Round 1 to direct payments to their workforce (wages, hazard pay and/or spot-bonuses.) Those programs who successfully execute on this vision will receive an additional payment (20% of the Round 1 grant award) to their Round 2 award.

Example: A center commits (minimum) 20% of their stabilization grant in wages (one-time stipend, return to work bonus, hazard pay, etc.) and receives a 20% add-on to their total stabilization grant award value upon attestation of their commitment within their second grant application. The 20% add-on would not need to be applied to wages but would be added to Round 2's stipend for the program's discretionary spending.

**Updated*

Q: Is there a cap to the amount of funds my program will receive?

A: Child Care Center stipends are capped at \$50,000 per licensed centers per payment round. This does not include the additional 20% add-on during Round 2, where the 20% add-on may be added to the base award and may exceed the \$50,000 cap.

For example, if your program received an award of \$50,000 during Round 1 and committed 20% of your first award to wage compensation, you are eligible to receive an award of \$60,000 in Round 2.

Q: How many rounds of payments will be made?

A: RI DHS aims to approve two stipends to all eligible providers, depending upon fund availability.

Family Child Care Home, Group Family Child Care Home, and license-exempt providers will apply for both stipends through one grant application and will receive one payment.

Example: A Family Child Care Home provider submits one grant application during one of the application windows. DHS approves their application. Both of their \$1,500 stipends are issued in one, lump sum payment to the program totaling \$3,000.

Child Care Centers will apply for each of their two stipends separately, submitting a grant application within both application windows. Child Care Centers will receive two rounds of payments, one for each application submitted. If a Child Care Center applies during the second application window for the first time, they will receive one stipend.

**Updated*

Q: How do I receive the grant money?

A: There are two payment options:

1. Direct Deposit/ACH
2. Paper Check

Note: Electing the direct deposit/ACH option will expedite your receipt of funds. If you elect to receive a paper check, receipt of funds may be delayed by 30 business days due to processing and mail delivery.



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For Center-based programs submitting the Application 2 for Centers, payments will be disbursed using the banking information submitted in the Initial Application during Round 1. If this information needs to be updated, please reach out to childcaregrants@pcgus.com.

*New

Q: How do I edit an application?

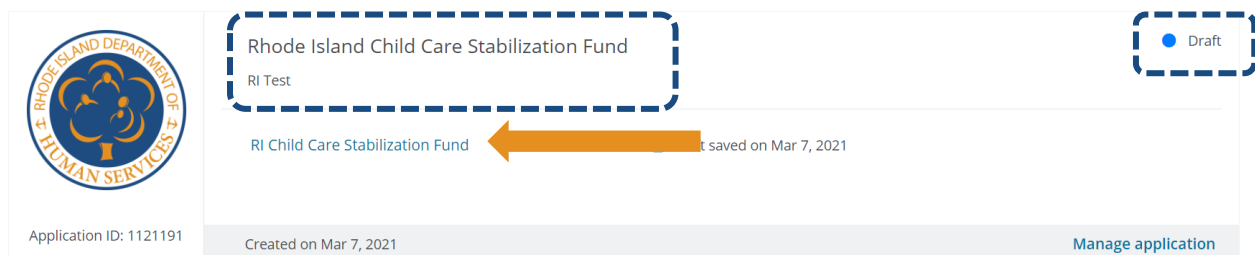
A: You may edit a draft application (one that has not yet been submitted) or an application that has been 'released' by the PCG review team for edits. You can find your application by logging into the applicant portal.

On the initial screen, select "View my applications"



This will take you to a screen where you can see all your draft or submitted applications. Each application will show the name of the Application you are completing and the status of the application (upper right corner); this will read "Draft" if the application is not yet submitted.

Select the application you would like to edit by clicking the blue link under the application title (as shown by the arrow below).





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If you have been requested to make an edit to a submitted application, the application status will show as “On Hold”. You may select the blue link to edit your application, or select “Revise Form” at the top of the My Applications portal.

My Applications

Your applications and nominations are shown here.

Search by application ID All statuses selected ▼

Revision Required
An administrator requested changes to a form you submitted.
Program: Rhode Island Child Care Stabilization Fund Round 2 ID: 1197090 Form: RI Child Care Stabilization Fund: Round 2, Application 2 [Revise form](#)

Rhode Island Child Care Stabilization Fund Round 2
Hallie Wells

Round 2, Application 2 Eligibility form ✓ Submitted on Jun 2, 2021

RI Child Care Stabilization Fund: Round 2, Application 2 ⓘ Revision requested on Jun 10, 2021

Application ID: 1197090
Created on Jun 2, 2021 [Manage application](#)

On hold

If you need any assistance revising or locating the application you would like to edit, please reach out to childcaregrants@pcgus.com.

*New

Q: I accidentally submitted multiple applications. Is there a way to withdraw/delete an application?

A: Log into your applicant portal, as described in the previous question. Once you identify the application you would like to delete or withdraw, select “Manage Application”. If your application is a draft, you may select “Delete Application”. If the application has been submitted, you may select “Cancel Application”.

Rhode Island Child Care Stabilization Fund Round 2
Hallie Wells

Round 2, Application 2 Eligibility form ✓ Submitted on Jun 2, 2021

RI Child Care Stabilization Fund: Round 2, Application 2 ✓ Submitted on Jun 2, 2021

Application ID: 1197090
Created on Jun 2, 2021

Awaiting review

[Manage application](#)

- Manage applicants (1)
- Copy application
- Cancel application



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If you are completing the Initial Application...

Q: How do I fill out a W-9 Form?

A: Check out this video to learn how to complete a W-9 Form:

<https://www.irsvideos.gov/Business/Resources/HowToCompleteFormW-9>

The blank W-9 Form may be downloaded at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Q: Does my business have a DUNS number? Where can I find it?

A: Watch this video (less than 1 minute long) to learn about DUNS numbers and where to find yours:

<https://www.youtube.com/watch?v=Z1R80Ajl90&list=PLvkTYu1HshZirHpsEQ0RcsF0MQCXhmJ8Z&index=16>

This video will explain how to search for an existing DUNS number or apply for a new one:

<https://www.youtube.com/watch?v=-ELR9-AAAtc0&list=PLvkTYu1HshZirHpsEQ0RcsF0MQCXhmJ8Z&index=5>

Recordkeeping and Auditing Questions

Q: Are these grants taxable?

A: The IRS has published information [[irs.gov](https://www.irs.gov)] indicating that "receipt of a government grant by a business is generally not excluded from the business's gross income under the Federal Tax Code and therefore is taxable." Please consult your accountant or tax professional to understand more about your particular tax situation and how this guidance applies.

Q: Could I be audited as a result of receiving these funds?

A: Yes. As these are federal funds, you may be audited to ensure funds were spent appropriately. Please keep a record of receipt of funds as well as a record of how these funds were spent. This may be done by retaining receipts of purchase, documentation of increases in staff wages or stipends/bonuses, or invoices. Additional guidance related to potential auditing or record keeping requirements may be found on the ACF website under Office of Child Care [COVID-19 Resources](https://www.acf.hhs.gov/occ/training-technical-assistance/office-child-care-covid-19-resources) [<https://www.acf.hhs.gov/occ/training-technical-assistance/office-child-care-covid-19-resources>]. A supplemental grant recordkeeping resource is also posted on <http://kids.ri.gov/funding-opportunities.php>

Q: What type of documentation do I need to maintain to document expenditure of these funds?

A: Applicants must retain supporting documentation including receipts, bank statements, invoices, or similar. Applicants may be asked for documentation before or after the award is made. Accordingly, applicants should have supporting documentation for all eligible expenses and must be able to make those available upon request.

If you have any additional questions or need technical assistance, please contact:

ChildCareGrants@pcqus.com